

**Children's Safe Harbor  
220 S. Madison St.  
Rockford, IL 61104**

**Posted Date:** 10/6/14  
**Expiration Date:** TBD

**Position:**

Visitation Exchange Staff

**Location:**

220 S. Madison St., Rockford, IL 61104

**Job Duration:**

Up to 20 hours p/w.

**Job Description:**

Provides visitation exchange services; observes and documents interactions; facilitates arrangements between parents for visitation exchange services; consults with fellow staff and Director/Project Coordinator concerning client and program issues, on-going safety and security measures; prepares client progress notes; participates in staff meetings; provides emergency and crisis intervention services; assists and participates in cross-training for visitation exchange services; proficient in word processing and attention to detail in writing; and performs other duties as assigned by the Director/Project Coordinator and/or Board of Directors.

**Qualifications:**

Considerable knowledge of the dynamics of domestic violence and orders of protection; good knowledge of child development; good knowledge of the effects of parental separation on children; good knowledge of the structure and function of area mental health services and/or social service providers; some knowledge of community development and preventive principles; working knowledge of the court/legal system; working skill in conflict resolution. Applicants must also be able to successfully complete a background check.

**Suggested training and experience:**

Completion of Bachelors degree with a major in social work, psychology, community counseling or related field; two years of experience in professional work in the domestic violence field, community mental health, court/legal system, education system or other related social service line of work; or an equivalent combination of training, volunteer work and employment experience.

Completion of the 40-hour Illinois Domestic Violence Act (IDVA) training from a program affiliated with the Illinois Coalition Against Domestic Violence (ICADV) or the Chicago Metropolitan Battered Women's Network within six (6) months of hire. Completion of the 40-hour Illinois Sexual Act training from a program affiliated with Illinois Coalition Against Sexual Assault.

**Apply to:**

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